



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

Legal Writing for the Trenton Administrative Practice Group

**May 5, 2022
1:30 p.m. – 4:00 p.m.**

**Richard J. Hughes Justice Complex
4th Floor Conference Center Room A
25 Market Street, Trenton, New Jersey**

Program Summary

A well-written legal document is one of the most important tools in a lawyer's arsenal. This course will provide an overview of how to make your communications with clients, colleagues, and courts more effective. The presenters will provide guidance for writing persuasive briefs, effective legal memos, and cogent internal correspondence (including e-mails). Topics will include how to write more clearly and concisely, initial preparation for writing a brief, how to craft effective preliminary statements and statements of fact, strategies for organizing and presenting persuasive arguments, and practical writing tips. The program is designed for attorneys new to the practice of law, however more experienced attorneys may benefit from this program as well.

Eligibility

Registration for this program is limited to deputies in the Division of Law's Trenton Administrative Practice Group.

Faculty

AAG Daniel F. Dryzga is the AAG in charge of the Division of Law's Trenton Administrative Practice Group. He has overall responsibility for management of the seven sections that comprise the practice group and provides supervision and policy direction for handling administrative hearings throughout the Division. AAG Dryzga has significant litigation experience in both State and federal courts. Previously, AAG Dryzga was the Director of the New Jersey Attorney General's Advocacy Institute, where he administered and developed high quality legal education programs that met the needs of New Jersey government lawyers. Prior to that, he was an Assistant Chief of the Education and Higher Education Section and a Deputy Attorney General in the Corrections and State Police Section of the Division of Law, where he

defended lawsuits brought against members of the New Jersey State Police. AAG Dryzga also served with the Office of Government Integrity and the Division of Criminal Justice in the Department of Law and Public Safety. He conducted criminal and civil investigations concerning waste, fraud, and abuse in public school construction projects and criminally prosecuted individuals and companies for improprieties in those projects. He additionally served as an Assistant Inspector General in the New Jersey Office of the Inspector General. AAG Dryzga received his B.A., from Pennsylvania State University, and his J.D. from Rutgers University Law School- Newark.

AAG Melissa Dutton Schaffer supervises attorneys in the seven sections that comprise the Trenton Administrative Practice Group of the Division of Law. She was previously an AAG in the Division's Appeals Practice Group, which is responsible for the overall management, supervision and policy direction for all State and federal court appeals throughout the Division. AAG Schaffer briefly served as Associate General Counsel for The College of New Jersey. Prior to that, she was the Section Chief of the Division's Education/Higher Education Section, where she oversaw the representation and counseling of the Department of Education, the Secretary of Higher Education, and all of the State Colleges. She represented clients in a variety of complex education matters in administrative, State and federal courts at both the trial and appellate levels. Before joining the Division, AAG Schaffer was a staff attorney in the public interest sector in Philadelphia, PA. She received a B.A. from Rutgers University, Camden and a J.D. from Widener University School of Law.

CLE Credit

NJ CLE Credit: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 2.8 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

PA CLE Credit: 2.0 Substantive Credits (\$3.00 mandatory registration fee required).

Registration

Attorneys eligible to attend this program will receive registration instructions from the AGAI.